



HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

Application Form for BTEC Higher Nationals 2021-22/2022-23

SECTION A: Courses Applied For

FULL TIME PART TIME

Select a Higher National Programme

- HNC in Computing (Level 4)
HND in Data Analytics (Level 5)
HND in Intelligent Systems (Level 5)

Please insert
a passport
sized photo of
yourself here.
(Digital or
Printed)

SECTION B: Applicant's Details

First Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Family Name	Nationality (As per your Passport/Birth Certificate)	
Date of Birth		Age
Email Address of Applicant		
Home Address of Applicant	Correspondence Address of Applicant (If different to Home Address)	

SECTION C: Information on your current academic situation

Name and address of your previous school / college / university	
Postcode / Zip Code	Country
Telephone Number (including Country area code)	Email Address
What year are you currently in?	
Current English language qualification i.e. GCSE, O/L, IELTS and Grade :	

SECTION D: Information on the parents supporting the application

Father's Full Name	Occupation
Mother's Full name	Occupation
Address for correspondence (leave blank if same as applicant's address)	
Postcode / Postal Code / Zip Code	Country
Telephone Number (including Country area code)	
Email Address of Father/Mother/Guardian	

If the fees will not be paid by the above parent, please give the name of address of the person who will be paying the fees, and attach a statement from that person confirming that this is the case. If no details are mentioned in this section, the applicant turns into the person liable for the fees.

Name of the Person Paying the Fees	
Address for Correspondence	
Postcode / Postal Code / Zip Code	Country
Telephone Number (including Country area code)	
Email Address of the Person Paying the Fees (if not the parent)	

SECTION E: Guardian and Agent details

Guardian in the UK (leave blank if not applicable)	Agent (leave blank if not applicable)
Name of Guardian	Name of Agency
Relationship to student	Contact Name
Address for Correspondence	Address for Correspondence
Postcode / Postal Code / Zip Code	Postcode / Postal Code / Zip Code
Telephone Number (including Country and area code)	Telephone Number (including Country area code)
Email Address of Guardian	Email Address of Agent
Age of Guardian at the date when student intends to join HIC	

SECTION G: Your Achievements

Please list the subjects you are now taking or have already taken in your present or previous school/college, **indicating your most recent grades**, and if you have taken the subject in a public examination (e.g. GCE AS or A2, GCSE, IGCSE, a national curriculum) in the past two years, give the result, the date and name of the examining board:

Subject	Most Recent Grade	Public Exam Result (state date, Country in which you have taken the exam & which Examination Board)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Add an additional page if needed.

SECTION H: Declaration

Please sign the following statement and also ask one parent to sign, indicating that you and he/she agree to the conditions of acceptance at the College.

In applying for a place at Harrow Independent College I agree that, if I am accepted, I will abide by the rules set by the College. To ensure the good progress and safety of all students and a harmonious community life, and that failure to do so could lead to my being required to leave the College. I understand that gross misconduct, including the use of illegal drugs, on or off campus, may lead to my being required to leave the College. I agree that the Harrow Independent College may seek a reference from the Principal/Counsellor at my present College/University.

I declare that the information on this form is accurate. I hereby give my permission for Harrow Independent College to disclose any enrolment or offer information as a result of this application to relevant government agencies upon their request.

Signature of Applicant

Date

Signature of Parent

Date

SECTION I: Student Code of Conduct

You are expected to conduct yourself responsibly on the Institution premises. Misconduct may result in you being suspended from the Institution. In such cases no refund of fees will be given and any outstanding tuition fees will be payable.

7.1 Disciplinary Procedures

When you enrol on a programme of learning at the Institution you sign and commit to a Code of Conduct. If your behaviour, attendance record or academic standards are persistently below the standards set by the college, your parents or guardian will be immediately informed. If these issues are not resolved by informal discussion and negotiation, then disciplinary proceedings may be started against you.

The disciplinary procedure is a formal process which applies to all learners enrolled at the Institution. There are two types of activity in which disciplinary action may be required:

7.1.1 General Misconduct

This covers student's behaviour such as refusal to show the Institution ID Card, breach of health and safety regulations, being under the influence of drink or drugs, bullying and harassment of others, or carrying weapons. It also includes misuse of Institution computers and other equipment or any other action or incident considered to be of a similar nature to the above examples.

7.1.2 Academic Misconduct

This covers students' behaviour in relation to their programme of learning such as copying, plagiarism, collusion, cheating etc or any other action or incident considered to be of a similar nature to the above examples.

In addition, each has three levels of seriousness: Level 1 Minor; Level 2 Serious and Level 3 Major.

Reasons for immediate suspension – some examples are below:

- Assault, fighting or other acts of violence, vandalism, bullying and harassment, theft, being in possession of illegal drugs, firearms or other weapons, committing or attempting to commit any act of arson, behaving in a way that brings the Institution into disrepute.
- Computer hacking, cheating in exams, extensive and/or persistent plagiarism or use of model answers, buying, selling or stealing of work.

7.3 Complaints Procedure

HIC endeavours to create a positive learning environment for students, one in which each student

has the opportunity to achieve their personal best. To maintain a high level of student satisfaction, a positive environment is vital. As a result, a fair and open complaints procedure is made available to all students.

7.4 Informal Complaint

This is a less formal procedure where a complainant may raise his or her concern about the way the services were provided. The complainant simply may see the Complaint Officer and orally inform the matter which will be dealt with immediately. However, if the matter is serious and the complainant is utterly dissatisfied, the compliant officer will rather accept the complaint as a formal one.

7.5 Formal Complaint

If a student or a visitor wants to bring a serious complaint about any matter in relation to the way the services are provided, the complainant may bring a formal complaint. It requires the complainant to take a complaint form from the reception. The complainant may also additionally write his or her allegations in addition to filling the complaint form.

For more information about our complaints procedure, please contact:

**Admissions Office
Harrow Independent College
308-310 Eastcote Lane
South Harrow
HA2 9AH**

**Phone: 0044-2084236227
Email: admin@harrowindependentcollege.co.uk**

I have read and understood the terms and conditions of the student code of conduct.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

SECTION J: Fee Information

Higher National Certificate (HNC)

Programme	Local Students Fees per annum	International Students Fees per annum
One year regular HNC programme Standard programme	£8900	£15500
Two year part-time programme Programme designed to suit the needs of working candidates	£4450	*Not Applicable

Higher National Diploma (HND)

Programme	Local Students Fees per annum	International Students Fees per annum
One year regular HND programme Standard programme	£8900	£15500
Two year part-time programme Programme designed to suit the needs of working candidates	£4450	*Not Applicable

ADDITIONAL FEE

Registration fee (non-refundable)	£150
Laboratory charges for Computing	£150

* Only Full-Time (One-year regular) programmes are offered for International Students

